

PART I

STATEMENT OF WORK EPA Technical Support Project (TSP) FALL 2007 MEETING

I. BACKGROUND

EPA TSP Meeting

Instructions for Submitting a Quote and Evaluation Criteria

Background/Purpose:

EPA plans to obtain lodging for the Fall 2007 Technical Support Project (TSP) Meeting, and is accepting quotes for lodging. The TSP meeting is an annual conference of EPA Headquarters and regional Superfund staff (Ground Water, Engineering and Federal Facility Forums), some state representatives, and Office of Research and Development technical support staff. These annual meetings are held to address technical issues concerning characterization and remediation of hazardous waste sites. Approximately 75 people attend the meeting.

EPA has selected Las Vegas, NV as the proposed location for the dates of November 4-9, 2007. No alternate dates or locations will be considered.

Hotels or facilities interested in providing these services should submit a quote, including a narrative that addresses the offeror's capability to provide all technical aspects of this RFQ and Statement of Work, in addition to the required pricing information. Quotes will only be accepted from hotels or facilities able to provide the required services. Quotes will not be accepted from third parties. Proposals will only be accepted by General or Assistant Management titled employees of proposing facility, with signature authority for the facility.

Technical Questions must be submitted to Gary Turner by September 20, 2007. Responses to technical questions will be provided by e-mail to all prospective offerors who have been in contact with Contract Specialist.

Quotations should be submitted electronically to: Gary.Turner@epa.gov and received by 12:00 p.m. (noon) EST on September 21, 2007. An identical hard copy, which is not subject too the receipt deadline shown above, should also be submitted to the following address:

U.S. EPA
Attn: Leo Moomaw (3805R)
1200 Pennsylvania Ave. NW
Washington, D.C. 20460

Recent Event history includes:

Spring 1999	Adams Mark, St. Louis, MO
Fall 1999	Orleans Hotel and Casino, Las Vegas, NV
Spring 2000	Wyndham Hotel, Washington, DC
Fall 2000	Westin Francis Marion Hotel, Charleston, SC
Spring 2001	Marriott Coronado Island, San Diego, CA
Fall 2001	Hyatt Regency, Cambridge, MA
Spring 2002	Magnolia Hotel, Denver, CO
Fall 2002	Comfort Inn, Pensacola Beach, FL
Spring 2003	Crowne Plaza, Seattle, WA
Fall 2003	Holiday Inn Select, Niagara Falls, NY
Spring 2004	Deauville Hotel, Miami Beach, FL
Fall 2004	Sacramento, CA
Spring 2005	Embassy Suites Phoenix North, Phoenix, AZ
Fall 2005	AmeriSuites San Antonio/Riverwalk, San Antonio, TX
Spring 2006	Wyndham Canal Place, New Orleans, LA
Fall 2006	Westin Hotel, Long Beach, CA
Spring 2007	Radisson Plaza Lord Baltimore, Baltimore, MD

2.0 SCOPE

2.1 EPA will conduct Best Value Judgment of proposals provided for the facilities, location, and services required. The only acceptable dates for this conference are November 4-9, 2007. Alternate dates will not be considered. The location must be Las Vegas, NV within 1.5 miles of the EPA facility at 944 E. Harmon Avenue, Las Vegas, NV 89119, where the meetings will be held.

2.1 The hotel will provide the facilities and services necessary to perform the requirements of this contract including, but not limited to, guest rooms, meeting rooms, refreshments, training space, audiovisual equipment, and business center services. (For these requirements, the hotel's quotation shall include the information requested in I – Preparation and Submission of Quotes.) Hotel must address all requirements specified in the statement of work to be considered.

2.2 The Offeror will provide the facilities and services for the conference as a complete package. Consideration will be given to those Offerors that propose overflow hotels only as long as 95% of the sleeping rooms are achieved at the primary hotel. The primary and overflow hotel quote shall be combined.

2.3 The meeting will be held over five days from November 4-9, 2007. The guests will begin arriving on November 4, 2007, and all will depart by November 9, 2007.

2.4 Offeror will provide cost estimates for the following requirements as outlined in the

remainder of this SOW. See Attachment.

3.0 MANDATORY REQUIREMENTS

3.1 The hotel shall be compliant with the Hotel and Motel Fire Safety Act of 1990 15 U.S.C. 2201 et seq, (Public Law 101-391), and must hold a FEMA certification number.

3.2 The hotel shall be compliant with Americans w/Disabilities Act, 42 U.S.C. Section 12101 et seq. (ADA).

3.3 The hotel shall have one of the following quality ratings:

First class or higher per the Official Hotel Guide;
Three crowns or higher per the OAG Business Travel Planner;
Three diamonds or higher per AAA; or
Two stars or higher per the Mobil Travel Guide.

3.4 Following evaluation of the written quotes, if deemed necessary, EPA will schedule site visits at its discretion to evaluate the condition, services and location of the proposed facilities. Not all facilities that submit a quote will be inspected. Selection will be made on a best value basis, with combined technical factors of greater importance than price.

3.5 Availability of shoulder dates and rates will be a consideration.

3.6 Condition of facility and level of standard hotel services available will be evaluated.

3.7 Proximity to public transportation, Internet access and costs in guest rooms, and parking costs will be evaluated and considered as part of the facility conditions.

3.8 Other scheduled large events or groups that may compete for priority or staff attention must be identified and will be considered as part of the facility conditions.

3.9 Nearby restaurants and other attractions within walking distance are favored and will be considered as part of the facility conditions.

3.10 Contractor must identify events or construction scheduled during the conference dates for evaluation as part of facility conditions. Other noisy/disrupting events scheduled at same facility or construction is a negative factor. No construction or maintenance that causes noise, fumes, or interruption of facilities or services will be allowed during the event. Proposals and contracts must indicate compliance with this requirement.

3.11 The proximity of lodging to the EPA facility at 944 E. Harmon Ave. is considered as part of the condition evaluation.

3.12 Offerors should submit a completed copy of the Green Facility Checklist with their quote, which will be evaluated with other aspects of the quote as part of the facility condition.

Information can be found at http://www.epa.gov/oamhpod1/oppts_grp/0412344/green.pdf.

3.13 All fees, occupancy taxes, and charges for services must be identified and included in proposal. Bids for Lodging must include all taxes and surcharges, occupancy fees, and other fees. If a charge is not identified for comparison to other bids in advance it will not be authorized.

3.14 The Federal Government is exempt from paying taxes. The tax-exempt number is 52-085-2695. If your state or municipality has any taxes or fees that you consider the Federal Government not exempt, you must identify them and include them in your proposal. Rates proposed for Lodging must be inclusive of all taxes and surcharges, and fees.

3.15 It is Agency intent to support this event. It is also understood that this Statement of Work and this event may be affected by acts of war, or in response to or preparation against acts of terrorism or nationally significant emergency. If the Government (USEPA) cannot participate because of effects of Incidents of National Significance, the Agency will notify hotel to change the requirements for this event. Such acts or occurrences would include, but not be limited to, one or more of the following acts or occurrences or similar acts or occurrences:

- Acts of God
- Hazardous weather conditions (forecasted or actual)
- War (declared or undeclared) or specific threat of War
- Government regulations restricting travel including: governmental advisories, quarantines or curfews, or banned travel.
- Strikes, labor disputes, picketing or work stoppages by employee or agents of vendors whose service is material to the success of the Conference (exception: neither party may terminate nor suspend its performance under this SOW for strikes, labor disputes or work stoppages involving its respective employees or agents), actual or threatened secondary strikes by other unions that would have a material effect on the meeting.
- Any event or occurrence creating a significant risk to the health or safety of anticipated attendees.
- Damage or harm to the city or region where the host facility is located materially affecting basic city services.
- Civil disorder.
- Terrorist Acts and/or specific threats of terrorism occurring after execution of an agreement with the facility, as determined by either the U.S. Department of Homeland Security, the U.S. Overseas Security Advisory Council, the U.S. State Department, and/or other valid sources or Indicators on a case by case basis), acts of domestic or foreign enemies.
- Cancellation of restriction of commercial air travel preventing some or all of the anticipated attendees from attending or arriving at the Conference within twenty four (24) hours of their scheduled arrival times.

- Outbreak of disease in the host city or region or cities from where anticipated attendees would be traveling, as reported by the World Health Organization or the U.S. Center for Disease Control.

Partial Performance: If a party is able to perform its obligations in part, but not in whole, the obligations that are negatively affected by acts or occurrences beyond that part's control may be suspended or terminated without liability. Should EPA decide to continue with the event as scheduled, no performance attrition damages will apply for guestroom or catering food and beverage minimums, and none are allowed under this SOW.

EPA will notify the Hotel in writing within a commercially reasonable time following any of the occurrences or events outlined above.

4.0 GUEST ROOMS

Estimated maximum quantity of rooms blocked for TSP Reservations per night:

	Sunday Day 1	Monday Day 2	Tuesday Day 3	Wednesday Day 4	Thursday Day 5
Date	11/4	11/5	11/6	11/7	11/8
Block	30	55	55	50	40

4.1 Room Block and Rates: The hotel shall provide the guest rooms at the current Federal lodging rate or less. The hotel shall guarantee that these rates are applicable November 4-9, 2007. Up to 205 of these room nights may be purchased via government purchase order under this procurement at the government, tax-exempt rate, or less. The remainder will be paid by individual guests and must be at the government per diem rate or less. At least one available sleeping room will be a wheelchair accessible room.

4.2 Cut-off Date: The Guest room block will be held until the cut-off date of October 22, 2007. The hotel may release the unreserved rooms after the cut-off date. Each individual guest will be responsible for his/her incidental charges. Each guest will be responsible for room expenses unless they are part of a rooming list provided by EPA on October 24, 2007. After that date, the rooming list will be updated daily to the hotel by EPA.

4.3 Reservation Procedure: The primary reservation procedures will be individual call in or via internet bookings by EPA and other Government attendees, speakers, and invited conferees. Individuals for whom the rooms are reserved will contact the hotel directly to make, change or cancel their reservation. This meeting lasts 5 days, most participants will check in the day prior to the conference and check out the last day of the conference. An average of 50 participants will choose to extend their stay at their own expense but at the same rate for up to 3 days prior to or following the conference, these rates and rooms must be available.

4.4 "Walked" Reservation: In the event the hotel does not honor a confirmed reservation, the hotel shall, at its expense, secure a guest room in a comparable or better quality hotel and provide transportation to and from the alternate hotel for the length of time the guest room is required to stay at the alternate hotel. The hotel shall compensate the relocated guest for two long distance phone calls to notify family and co-workers of his/her location. The hotel shall notify the COTR/Designee immediately of any walked reservation. The hotel shall make every effort to return the guest to the "headquarters" hotel as soon as a guest room becomes available. Failure to accomplish the above will indicate a failure to meet performance requirements on the part of the Offeror.

4.5 Guaranteed Late Arrival/Cancellation: The individual attendee will guarantee their reservations for late arrival. The hotel shall not release any room that is booked by the individual attendee unless the individual attendee cancels the booking or if the attendee does not arrive the day after his/her expected arrival day. The hotel will specify its normal commercial practice for late arrival/cancellations.

5. MEETING ROOMS

5.1 No meeting rooms are required. A centrally located conference registration area is required November 4-6, 2007.

5.2 EPA Signage: The EPA may display signs on easels and in and around the meeting registration space blocked for EPA's use. One easel is required.

6.0 PARKING

6.1 Parking prices shall be provided in the proposal.

7.0 REPORTS

7.1 The hotel shall provide the COTR/Designee with interim accounting reports for review prior to submitting invoices. These reports shall contain the following information:

- Listing of individuals, by last name, in the EPA block of rooms;
- Arrival and departure date of each reservation;
- Total number of room nights of each reservation;
- Total number of room nights actually picked up in the EPA block of rooms.

7.2 These reports will be approved by the COTR/Designee as well as all invoices.

7.3 The hotel shall provide the COTR/Designee with a final guest room pickup report with the final invoice. This report shall contain the following information:

Listing of individuals, by last name, in the EPA block of rooms;
Arrival and departure date of each reservation;
Total number of room nights of each reservation;
Total number of room nights actually picked up in the EPA block of rooms;
Any miscellaneous charges identified in the accepted proposal.

7.4 The hotel shall provide the COTR/Designee with a final revenue report with the final invoice. This report shall contain the following information:

The total lodging revenue.
The total for box handling fees
The total for audio visual equipment rental
The total for meeting room rental, and food and beverage

7.5 The hotel shall notify and confirm the number and names of all reservations to the COTR/Designee at every occasion when the room block reaches 50%, 75%, 85%, 95% and 100% for any day of the room block. This is important to ensure room block quotas are met in a timely manner and to anticipate overflow situations. Failure to notify EPA of these percentages will indicate a failure to meet performance requirements on the part of the Offeror.

8.0 CONTRACT ADMINISTRATOR

8.1 The hotel shall provide a contract administrator to serve as a single point of contact for the coordination of all contract activities. The hotel shall also designate an alternate contract administrator in the event the contract administrator is absent.

8.2 The hotel shall notify the COTR/Designee in writing of any intended replacement for the contract administrator or alternate contract administrator.

9.0 AUTHORIZED SIGNER OF HOTEL AGREEMENT

9.1 The Hotel Agreement shall be signed by an authorized manager of the hotel with signature authority such as General Manager, Assistant Manager, or Director of Sales. The Hotel Agreement is between the EPA and the hotel. All business will be conducted directly with the hotel, and all payments will be made to the hotel's designated banking institution's routing number electronically.

10.0 Please complete and return the following table by providing the following prices, including all fees and other information requested. Charges not identified and proposed in the following table will not be accepted.

Facility Name
Lodging Rate per Room inclusive of all fees and taxes:
Total Cost for 205 Room Nights:
Internet Charges (from guest room):
Other Charges (e.g. resort fees, energy surcharges) Not Identified Above:
Other Considerations/ Concessions or Discounts: